

Maricopa County Policies and Procedures	Subject: Policy and Procedures for Emergency Evacuation of County Facilities	Number: A1307 Issue Date: 1/02
Approved: <i>David R. Smith</i>	Initiating Department: Risk Management Department	

I. PURPOSE

To establish general policy and procedures for emergency evacuation and control of emergencies in all County occupied facilities and to specify county administration and staff responsibilities in emergency situations including but not limited to fire, explosion, or other catastrophe.

II. POLICY

In the event of emergencies or potential emergencies, the County Administrative Officer or designee or the fire department or law enforcement agency with appropriate jurisdiction shall determine the type of evacuation. The Presiding Judge of Superior Court shall determine the type of evacuation for the Courts. Employees must comply with all policies and procedures outlined in this document.

III. DEFINITIONS

- A. **Full Evacuation** - The immediate exit of all occupants from the building upon the signal of a fire alarm or other signal determined by the Floor Warden, Risk Management Safety Division, assigned security personnel or appointed designee.
- B. **Partial Evacuation** - The immediate exit of all occupants from within a specified portion of a building upon the notice or signal determined by the Floor Warden, Risk Management Safety Division, assigned security personnel or appointed designee.
- C. **Occupants** - All individuals within a building, including employees, visitors and others.
- D. **Incident Commander** - The officer designated by a fire department or a law enforcement agency with appropriate jurisdiction which responds to an emergency call. In the event of a routine fire drill, it shall be the assigned departmental facilities manager or designee. In the event of a large-scale emergency evacuation or a large-scale evacuation drill of the Main Downtown Phoenix County Complex, the Durango County Complex, or the Southeast Mesa County Complex, a pre-designated member of the Sheriff's Office command staff will be the Incident Commander.
- E. **Incident Command Post (ICP)** - The site designated for each County building where the Incident Commander controls the emergency response operation. During a major County Complex evacuation, the site designated by the Sheriff's Office where the Sheriff's Office Incident Commander coordinates emergency response/operations.
- F. **Assembly Point** - The area identified for each County building as the place where building occupants gather during an evacuation to await authorization to re-enter the building.
- G. **Floor Warden** - A person assigned to each wing of each floor that facilitates the safe and orderly evacuation of County buildings during emergency situations and drills.
- H. **Sweep Team** – A team of two or more trained personnel that checks all bathrooms, meeting rooms, conference rooms, copy rooms and any non-routine area, for occupants and lead them to the nearest stairway exit in the event of an emergency evacuation.

- I. Evacuation Command Center (ECC)** – The site designated for Department Directors and personnel assigned to the Evacuation Command Center to respond to in the event of a major evacuation of a County Complex.
- J. County Complex** – a specific geographical area containing a high density of County buildings and personnel. For purposes of this policy, the following County Complexes have been identified: (1) the Main Downtown Phoenix County Complex; (2) the Durango Complex; and (3) the Southeast Mesa County Complex.
- K. Incident Command System (ICS)** – ICS is the model tool for command, control, and coordination of a response and provides a means to coordinate the efforts of individual agencies and County Departments as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment.
- L. Tabletop Exercise** – The tabletop exercise presents a simulated emergency situation. It is a facilitated activity conducted in a conference room setting involving the discussion of a scenario by participants or a response team or teams. It is intended to evaluate plans and procedures, then resolve questions of coordination and assignments of responsibility. Tabletop exercises are not concerned with time pressures, stress, or actual simulations of specific events.
- M. Drills** - Drills are characterized by an activity that tests, develops, or maintains skills in a single emergency response procedure. The focus is limited.
- N. Functional Exercise** - Functional exercises are intended to test or evaluate the capability of one or more functions, or complex activities within a function. The results are obtained when the activity or function can be effectively evaluated from other emergency management activities. An example would be an exercise for the Direction and Control function. In this example, you could test and evaluate the centralized emergency operations capability and timely response of one or more departments under a stress environment. It could be centered in the ECC and simulate the use of outside activity and resources.
- O. Simulation** – Personnel demonstrate at least a portion of the actual response activities that they would execute in an actual emergency. Drills and simulations give participants the opportunity to practice and demonstrate how they would respond to and manage a crisis. The primary difference between a drill and a simulation is that during a drill, equipment and personnel do not actually deploy.
- P. Major Event** – an emergency situation that disrupts the operations of one or more of the three County Complexes.
- Q. Safe Area** – A designated room or space in a building usually near the stair well that is equipped with a telephone that is used as a safe haven for persons requiring physical assistance in building evacuations.

IV. RESPONSIBILITIES

A. Department Directors

Department Directors shall:

- Designate individuals as Floor Wardens and Alternates for each work area who shall be responsible for ensuring all affected areas occupied by the department are completely evacuated in an emergency.
- Provide the Risk Management Safety Division with a list of the names and workstations of all employees who require physical assistance in evacuating their facilities. The list shall be provided to the Safety Division annually (or as assignment change).
- Coordinate training for Floor Wardens of County-owned and occupied buildings with the Risk Management Safety Division.
- Coordinate County Complex evacuation training and drills with the Sheriff's Office and other designated departments.
- Periodically emphasize fire prevention and emergency evacuation issues to employees and the importance of compliance with the policies and procedures described in this policy to ensure the safety of occupants in all County occupied buildings.
- Ensure building access to County occupied facilities for authorized public safety personnel in the event of an emergency; and
- Develop evacuation plans (see Attachment I) for all buildings housing departmental staff, and submit the evacuation plans to the Safety Division. Department Directors shall consult the Risk Management Safety Division on the development of such plans and shall notify the Safety Division if any of these facilities (whether county-owned or not) does not have an evacuation plan.
- Attend Incident Command System training conducted by the Sheriff's Office.
- Participate in drills and exercises as scheduled by Risk Management Safety Division and the Sheriff's Office.

In buildings occupied by two or more departments, shall work together to develop evacuation plans and distribute those plans to staff.

When a department occupies leased or rented space, the director shall ensure that evacuation plans for the space are developed and distributed to staff.

B. Maricopa County Risk Management Safety Division

The Maricopa County Risk Management Safety Division shall:

- Coordinate with the Arizona State Fire Marshall's Office the development and administration of evacuation procedures and training of Floor Wardens and serve as a consultant and provide assistance to County departments in the development of evacuation plans.
- Review and approve all evacuation plans.
- Assist the Facilities Management Department Operations and Maintenance Division in conducting routine emergency drills and to test the fire alarm systems of county-owned downtown high rise facilities other than jails and courts.

- Review and assess plans, protocol, and the capability of occupants to evacuate buildings quickly (see Section VII).
- Ensure that evacuation route maps and instructions are wall mounted in each major office area and exit in County buildings; and that prominent signs are installed by each elevator in County building saying: "IN CASE OF FIRE USE STAIRS".
- Ensure that floor plans for County-owned and occupied buildings at the Main Downtown Phoenix County Complex, the Durango County Complex, and the Southeast Mesa County Complex are provided to the Sheriff's Office for use in the Sheriff's Office ICP and that updated/revised plans are forwarded to the Sheriff's Office upon receipt by Risk Management.

C. Facilities Management Department

The Facilities Management Department, Operations & Maintenance Division staff shall provide building equipment and building access to public safety officials. If there is an emergency at a County facility, the Customer Service Center will first notify local Fire and Law Enforcement Departments and then notify the Operations & Maintenance and Protective Services Chiefs and the Sheriff's Office Communications Division (602-256-1030) for emergency situations that disrupts the operations of one or more of the three County Complexes.

The Operations & Maintenance Chief shall:

- Dispatch appropriate employees to the scene who will report to the Incident Commander.
- When requested by Fire or Police officials, reset alarm systems, provide entry into various building areas using a master key, shut off utilities, and monitor operation of auxiliary power systems.
- Be prepared to render appropriate assistance until notified by the Incident Commander that the building is cleared for re-entry.
- Work with Equipment Services Department who will monitor the operation of auxiliary power systems if needed.
- Have O & M Division staff or contract vendor, conduct periodic preventive maintenance checks on all alarm systems' auxiliary power systems and other building equipment necessary for use during emergencies.

The FMD Protective Services Chief shall:

- Where assigned, provide security for county facilities involved in drills or emergencies.
- Act as Incident Commander during evacuation drills where protective services staff are assigned during routine fire drills for County-owned downtown Phoenix high rise facilities other than Sheriff's Office and Superior Courts.
- Work jointly with and assist the Sheriff's Office during large-scale emergencies and drills or exercises that involve the entire Main County Complex, the Durango County Complex, or the Southeast County Complex.

- Coordinate evacuation of assigned buildings with police or fire departments responding to the potential emergency scene.
- Immediately contact the Sheriff's Office Communications Center (602-256-1030) upon learning of a major incident occurring at the Main Downtown Phoenix county complex, the Durango County Complex, and/or the Southeast Mesa County Complex.
- Sheriff's Office will notify Emergency Management for emergency situations that disrupts the operations of one or more of the three County Complexes.

D. Sheriff's Office

- During major incidents involving the Main Downtown Phoenix County Complex, the Durango County Complex, and/or the Southeast Mesa County Complex, the Sheriff's Office in conjunction with the County Administrative Officer and Presiding Judge of the Superior Courts shall have incident command over the situation. The Sheriff's Office will activate the ICP and the ECC, using the County Complex Evacuation Plan and the Sheriff's Office Incident Command System (ICS) Policy as guides. A pre-designated member of the Sheriff's Office command staff will be the Incident Commander. All County departments will work jointly together, using the ICS model.
- The Sheriff's Office, in conjunction with Risk Management Safety Division and other County Departments, will schedule and coordinate evacuation drills and exercises involving the Main Downtown Phoenix County Complex, the Durango County Complex, and the Southeast Mesa County Complex.
- The Sheriff's Office will develop and train appropriate personnel for major County Complex evacuations.
- The Sheriff's Office, in conjunction with Risk Management Safety Division and Emergency Management, shall provide annual ICS training to Department Directors.

E. Local Law Enforcement Departments

- Law enforcement agencies with appropriate jurisdiction, which respond to bomb threats or other emergencies at County facilities/buildings the Main Downtown Phoenix County Complex, the Durango County Complex, and the Southeast Mesa County Complex, as defined by this Emergency Evacuation Policy shall have primary control over the situation. County security, where assigned, will provide security during an evacuation while working jointly with law enforcement agencies and/or until law enforcement clears the facility for re-entry.

F. Fire Department

Any fire department with appropriate jurisdiction that responds to fire or hazard materials related emergencies shall have primary control over the situation, until the facility has been cleared for re-entry by the Fire Department.

G. County Employees

Employees shall act in a calm manner and immediately evacuate their facility when an emergency alarm is sounded or an emergency evacuation notification is announced over the public address system. All employees are responsible for:

- Knowing how to activate the fire alarm or designated emergency evacuation signal for their building.
- Being knowledgeable of two evacuation routes and the designated evacuation assembly point outside the building.
- Assisting visitors and others in the building who are unfamiliar with evacuation procedures and exit routes, including designated safe areas inside the building where persons who need special assistance may await rescue.
- Following the directions of floor wardens, fire department personnel, law enforcement officers and/or security staff.

H. Floor Wardens

Floor wardens shall:

- Receive initial training provided by the Risk Management Safety Division.
- Be familiar with the floor plan of the facility for which they are responsible, the number of and location of occupants, and the location of the floor exits in their assigned area.
- Conduct a periodic inspection to ensure that the fire door to the stairwell is maintained in the closed position and that no doors are obstructed or inoperable.
- Verify that evacuation signage is in place.
- Maintain order and facilitate the evacuation of buildings in the event of an emergency.
- Assist handicapped employees and visitors in evacuation in their area.
- Maintain evacuation kits.
- Be familiar with the other floor wardens assigned to the same floor.
- Know the location of evacuation safe areas for the appropriate building or floor.
- In the event of an evacuation, wear the reflective vests contained within the evacuation kits.
- Upon exiting from the building in the event of an evacuation, report the status of the evacuation of the incident commander.

V. EVACUATION PROCEDURES

A. Alarm Activation

The fire warning system in conjunction with the public address system (where applicable) shall be used for all emergencies requiring full evacuation. All occupants shall immediately evacuate county buildings at the sound of an alarm and go to their designated evacuation assembly points.

1. Floor Wardens shall ensure that all employees and visitors in their assigned areas evacuate the facility and proceed via the most direct exit route. Floor Wardens and Alternate Floor Wardens shall assist employees and visitors to the exits.
2. In the event that the alarm sounds or warning is given over the public address system without advance notification, County employees should immediately implement their department emergency evacuation plan. FMD plant engineers will verify whether the alarm signals an actual emergency or false alarm.
3. Any County employee shall notify the Fire Department of any fire, explosion, or other emergency by dialing 9-911.
4. The Sweep Team will check all bathrooms, meeting rooms, conference rooms, copy rooms, and any other non-routine area for occupants and lead them to the nearest stairway exit in the event of an emergency evacuation. Upon completing the floor emergency sweep will notify the Floor Warden of a "Clear Floor". The Floor Warden will notify the Incident Commander that their floor is clear.
5. In the event of a false alarm or upon verification that fire personnel are not required, designated County staff shall notify the Fire Department.

When partial evacuation is required, all occupants within the specified portion of a building shall immediately evacuate on the verbal or electronic instruction to do so and shall proceed to the evacuation assembly point outside the building.

The Floor Wardens shall call the Fire Department (dial 9-9-1-1 from County phones) **and** the Maricopa County Facilities Management Customer Service Center at (602) 506-3277 which is available 24 hours a day to ensure notification in all cases. The Facilities Management Department Customer Service Center will notify the Sheriff's Office Communications Center at (602) 256-1030 for emergency situations that disrupts the operations of one or more of the three County complexes.

Employees or other non-emergency personnel shall not re-enter an evacuated building unless specifically authorized by the Incident Commander or designee.

B. Building Evacuation Procedures

When the decision to evacuate has been made, in most instances only the fire floor and one floor immediately above and below are evacuated. If the threat is serious and total evacuation is necessary, an orderly evacuation will begin with the floors **above** the fire floor by the incident commander.

When an alarm sounds, all employees shall **immediately** evacuate the building and escort visitors in a calm and orderly manner via the most direct exit to the nearest evacuation assembly point outside the building.

When evacuating county buildings in an emergency, **the elevators shall not be used.** Persons on the elevators when the alarm sounds shall proceed directly to the ground floor via the elevator and exit the building.

Maricopa County Sheriff's Office implements their procedures to retain custody and control of any and all inmates or detainees in their respective areas and shall usher inmates or detainees together to a safe area.

C. Emergency Evacuation Of Persons With Disabilities

Floor Wardens shall maintain an up-to-date listing of all people with disabilities who cannot use the stairways unaided. Temporary physical conditions such as limbs in casts and advanced stages of pregnancy should also be noted, and Floor Wardens shall make arrangements to have these occupants assisted when evacuating the facility.

1. Floor Wardens or designee shall escort non-ambulatory and handicapped individuals located above or below the ground level to the nearest "safe area". Usually, the safest areas are stair enclosures common to high-rise buildings and open air exit balconies. Other possible "safe areas" include fire-rated corridors or vestibules to exit stairs and elevator lobbies adjacent.

Taking a position in a rated corridor next to the stairs is a good alternative to a small stair landing crowded with the other building occupants using the stairway.

2. Floor Wardens shall ensure that non-ambulatory or handicapped are positioned in the designated "safe area" away from obvious danger. The Floor Warden or designee will wait with the person until a connection has been verified with the on-site emergency personnel of the location and identity of the person with a disability. Emergency personnel will determine if further evacuation is necessary.
3. **Do not** attempt to carry a non-ambulatory or handicapped individual up or down a stairway.

Prior planning and practicing of emergency evacuation routes are important in assuring a safe evacuation.

4. Guidelines for Different Disabilities:

- **Mobility impaired wheelchair-** the Floor Warden shall move persons using wheelchairs to a designated safe area when the alarm sounds or emergency evacuation notification is given. The Floor Warden will then telephone 9-9-1-1 with the location and identity of the disabled person. If the person with a disability is alone, he or she should phone 9-9-1-1 with their present location and the designated safe area they are headed to.

If a stair landing is chosen as the safe area, wheelchair users are advised to wait until the heavy traffic has passed before entering the stairway.

Only trained professionals or the Fire Department should conduct stairway evacuation of wheelchair users. Only in situations of extreme danger should untrained people attempt to evacuate wheelchair users.

- **Mobility impaired non-wheelchair -** Persons with mobility impairments, which are able to walk independently, may be able to negotiate stairs in an emergency with minor assistance.

If danger is imminent, the individual should wait until the heavy traffic has cleared before attempting the stairs. If there is no immediate danger (detectable smoke, fire, or unusual odor), the person with disability may choose to stay in the designated "safe area", until the emergency personnel arrive and determine if evacuation is necessary.

- **Hearing impaired** - Persons with hearing impairments may not hear audio emergency alarms and will need to be alerted of emergency situations. Emergency instructions can be given by writing a short explicit note to evacuate.
- **Visually impaired** - Most people with a visual impairment will be familiar with their immediate surroundings and frequently traveled routes. Since the emergency evacuation route is likely different from the commonly traveled route, persons who are visually impaired may need assistance in evacuating. The Floor Warden shall offer their elbow to the individual with a visual impairment and guide him or her through the evacuation route. During the evacuation the Floor Warden shall communicate as necessary to assure safe evacuation.

C. Return to Work

Once evacuated from a county building, employees shall wait in a designated evacuation assembly point outside the building until instructed to re-enter the building, or report to another county facility to complete their workday, or are dismissed for the remainder of the workday.

ONLY the County's County Administrative Officer, the CAO's designee in coordination with elected officials and Presiding Judge for Superior Courts, may authorize early dismissals in emergency situations.

VI. RESPONSE TO FIRES

A. When To Report

Employees should immediately notify "9-911" if:

- Smoke is seen or smelled;
- Fire is spotted, no matter how small; or
- Any condition is observed that could cause a threat to life or property.

B. Reporting Procedures

Report all fires immediately by phoning "9-9-1-1" from County phones. Upon notification of the Fire Department, the evacuation notification system/alarm for the building or area is activated.

C. Attempting to Extinguish A Fire

1. County employees should not attempt to extinguish a fire unless they have received fire extinguisher training through the Risk Management Safety Division.
2. Before attempting to extinguish a fire, employees should **first** activate the alarm, notify 9-9-1-1, and evacuate the area if others are present.

3. Any attempt to extinguish the fire may be made only after the above stated steps have been taken, and then ONLY if (1) if the fire is small, and (2) the fire may be extinguished without risk of injury. In the event that the fire cannot be extinguished or begins to burn out of control, attempts to extinguish the fire shall cease immediately; and the building shall be evacuated according to the department emergency evacuation plan. **When in doubt, evacuate immediately!**

VII. RESPONSE TO BOMB, ARSON, OR THREATS

A. Bomb Threats

A. Authority and Responsibility

All employees will treat any bomb threat as real and contact County Protective Services at (602) 506- 2001, or local law enforcement by dialing 9-9-1-1 from any County phone or 9-1-1 from a cellular phone and giving their location.

B. Procedure

If an employee receives a bomb threat by telephone or FAX, the employee must immediately notify their supervisor who will then contact County Protective Services or local law enforcement to report the incident. All threats must be treated as genuine threats to safety. No bomb threat call or FAX should be taken as a joke or disregarded. The elected official or department director shall report the incident to the County Administrative Officer at the earliest convenience.

Elected officials and department directors will ensure that the attached BOMB THREAT REPORT is available to all employees. In the event that a bomb threat is received, the receiving person shall attempt to obtain relevant information by asking the questions listed on the attached REPORT. When County Protective Services or law enforcement personnel arrive, they will be looking for the individual who received the threat. Make sure you have the BOMB THREAT REPORT filled out and relay the information to them.

Responding law enforcement units will confer with on-site County Protective Services, the receiver of the call or a responsible party (i.e.: manager or supervisor) to determine whether to conduct a search for the bomb. Law enforcement authorities may furnish such technical assistance as deemed necessary to aid the responsible party in conducting the search. Law enforcement personnel on the scene will brief those in the search party to look for unusual or out-of-place items. Suspicious items should not be touched. If a suspected device is discovered or located, the premises shall be evacuated immediately.

Any decision to evacuate the premises prior to a suspected device being found should be made by County Protective Services and/or a responsible party at the scene in conjunction with the advice of local law enforcement. If the responsible party decides to evacuate, it is recommended that the evacuation take place at least fifteen (15) minutes prior to the anticipated detonation time. The evacuation shall remain in effect well beyond the anticipated detonation time to allow for an inaccurate timing device. The responsible party and County Protective Services, in conjunction with local law enforcement, shall be accountable for deciding when to re-enter the facility.

When a bomb threat is made to an employee, the following emergency guidelines are to be followed:

1. Threat by Telephone

Keep the caller on the line as long as possible, notifying a co-worker or supervisor by a motion, signal or note. The co-worker or supervisor will be responsible for calling County Protective Services at (602) 506-2001 or local law enforcement by dialing 9-9-1-1- from a County phone or 9-1-1- from a cellular phone, giving their exact location.

Use the BOMB THREAT REPORT to record the information necessary for law enforcement personnel or County Protective Services.

2. Walk-in Threat

When confronted by a "walk-in" threat, DO NOT argue with or antagonize the perpetrator. Follow their instructions as fully as can be accomplished. If possible, signal to a co-worker to contact County Protective Services or local law enforcement. A walk-in threat should be handled essentially as a telephone threat, completing the BOMB THREAT REPORT that follows. The information required is the same.

3. Threat by Letter

Do not handle any suspicious looking letter or package unnecessarily. Report the suspicious item to your supervisor, who will contact County Protective Services and/or local law enforcement and isolate the item to prevent further disturbance.

4. Evacuation in Case of Bomb Threat

Any decision to evacuate should be made at the discretion of County Protective Services, a supervisor, department director or elected official, NOT the person receiving the call or threat. Keep in mind that it is not necessary to evacuate in all circumstances. When directed to evacuate, all employees and visitors will walk, **DO NOT RUN**, to the nearest stairway or street exit. DO NOT USE ELEVATORS. DO NOT PULL THE FIRE ALARM.

Employees shall assist physically challenged persons to safely evacuate the area to the emergency exits and then outside to the designated evacuation assembly area or to the safe area within the building.

Supervisors shall ensure that (time permitting):

- The entire area has been evacuated (e.g., rest rooms, storage or file rooms, store rooms, etc.).
- All monies, safes, etc. in each office have been secured/locked.
- All operating machines and all computers are left on. Do not turn anything off or on.
- Insure all doors are left open upon exiting rooms (this is the opposite from fire evacuations).

LAW ENFORCEMENT PERSONNEL MAY MODIFY PROCEDURES.

B. Reported Arson Threats

When an arson threat is received by an employee, the employee must **immediately call** "9-911" to report the emergency. Where assigned, notify security staff who will notify the proper authorities. All

calls of arson threats shall be treated as real threats to safety and shall not be taken as a joke or disregarded.

A. Arson Procedures

1. Notify immediate supervisor of threat.
2. When determined, notify authorities by dialing 9-911 or where assigned, report to Security of the incident with all available information.
3. If or when determined, implement emergency evacuation plan.
4. Employee who receives a bomb or arson threat, pursuant to County Policy A1304, completes the BOMB THREAT CHECKLIST and surrenders it to assigned security staff or local law enforcement representative.
5. Upon receipt of an arson threat, notify the Risk Management Safety Division who shall notify the appropriate facilities and security personnel.
6. Employees who evacuate shall remain outside of the building at the designated evacuation assembly point outside the building until emergency personnel confirm that the building may be re-entered. Incident Commander or designee will notify employees to re-enter the building.
7. If anything out of the ordinary of a suspicious nature is located, IT SHOULD BE LEFT WHERE IT IS, UNMOVED AND UNTOUCHED. Notify the proper authorities.

VIII. EMERGENCY DRILLS

A. Conducting Drills

Maricopa County will conduct drills to familiarize personnel with the emergency evacuation plan, routes of exit, and evacuation assembly point areas. Drills will be coordinated through assigned building Facilities Managers and the Risk Management Safety Division with all facilities on a periodic basis.

B. Testing Equipment/Systems

The Facilities Management Department shall schedule periodic testing of all emergency evacuation notification equipment and systems with the contract vendor.

C. Unless otherwise directed by the Risk Management Safety Division, emergency drills **shall be conducted in accordance with the following schedule:**

- Single Story Buildings: recommended **once** per year
- 2- or 3 Story Buildings: at least **twice** per year
- 4 - or more Story Buildings: at least **three times** per year

Emergency evacuation drills are conducted in accordance with Chapter 31 of the NFPA #101, Life Safety Code (1988 Edition). Elected officials or department directors who manage

specialized facilities such as hospitals, jails and courts, refer to code and conduct drills accordingly.

- D.** Emergency drills shall be planned in advance by Department Directors and Floor Wardens, in coordination with the Facilities Management Department or appropriate property management personnel. Affected departments will be notified of scheduled drills.
- E.** The Housing Department shall schedule and coordinate emergency drills at County public housing facilities, with the assistance of the Risk Management Safety Division. Floor wardens shall forward the log and critique of each drill to the Risk Management Safety Division.
- F.** The Sheriff's Office shall implement their procedures to retain custody and control of any and all inmates or detainees in their respective areas and shall usher inmates or detainees together to a safety zone.
- G.** Large-scale emergency evacuation drills of the Main Downtown Phoenix County Complex, the Durango County Complex, and the Southeast Mesa County Complex shall be jointly coordinated and scheduled by the Sheriff's Office, Risk Management Safety Division and other County Departments.

IX. Appendix

Attachment I - Evacuation Plan Criteria
Attachment II - Bomb Threat Checklist

ATTACHMENT I

EVACUATION PLANS CRITERIA:

Evacuation Plans for county facilities shall:

- Identify the signals to be used for the full or partial evacuation of each facility;
- Describe evacuation routes and the approved evacuation assembly points where employees will wait once outside the building;
- Identify the location of evacuation route maps;
- List individuals responsible for the evacuation of all areas occupied by the department;
- List the names and work stations of employees who may require physical assistance during an evacuation;
- Be updated when building modifications are made; and submit to the Risk Management Safety Division for review and approval.

ATTACHMENT II

BOMB THREAT REPORT

Name of Person Receiving Call: _____ Title: _____

Date: _____ Time: _____ a.m. ☐ p.m. ☐ Phone or Ext. No: _____

As best you can, write the exact words of the caller: _____

Questions to the caller:

Where is the bomb? _____

When will it explode? _____

What kind of bomb is it? _____

What does it look like? _____

Why did you do this? _____

Where are you calling from? _____

Description of the caller's voice:

Male _____ Female _____ Estimated Age: _____

Was the voice familiar? ☐ yes ☐ no If so, whose? _____

VOICE		SPEECH	
<input type="checkbox"/> Raspy	<input type="checkbox"/> Soft	<input type="checkbox"/> Fast	<input type="checkbox"/> Distinct
<input type="checkbox"/> High Pitched	<input type="checkbox"/> Deep	<input type="checkbox"/> Slow	<input type="checkbox"/> Slurred
<input type="checkbox"/> Pleasant	<input type="checkbox"/> Loud	<input type="checkbox"/> Nasal	<input type="checkbox"/> Distorted
<input type="checkbox"/> Intoxicated	<input type="checkbox"/> Other _____	<input type="checkbox"/> Stutter	<input type="checkbox"/> Muffled
LANGUAGE	ACCENT	MANNER	
<input type="checkbox"/> Good	<input type="checkbox"/> Local	<input type="checkbox"/> Calm	<input type="checkbox"/> Unsure <input type="checkbox"/> Righteous
<input type="checkbox"/> Foul	<input type="checkbox"/> Racial	<input type="checkbox"/> Angry	<input type="checkbox"/> Rational <input type="checkbox"/> Deliberate
<input type="checkbox"/> Poor	<input type="checkbox"/> Regional	<input type="checkbox"/> Serious	<input type="checkbox"/> Irrational <input type="checkbox"/> Nervous
<input type="checkbox"/> Other _____	<input type="checkbox"/> Foreign	<input type="checkbox"/> Tense	<input type="checkbox"/> Incoherent <input type="checkbox"/> Laughing
BACKGROUND NOISE		<input type="checkbox"/> Sure	<input type="checkbox"/> Emotional <input type="checkbox"/> Joking
Describe: _____		PHONE CONNECTION	
<input type="checkbox"/> Voices	<input type="checkbox"/> Street Traffic	<input type="checkbox"/> Clear	
<input type="checkbox"/> Music	<input type="checkbox"/> Animals	<input type="checkbox"/> Pay Phone	
<input type="checkbox"/> Trains	<input type="checkbox"/> Airplanes	<input type="checkbox"/> Static	
<input type="checkbox"/> Office Machines	<input type="checkbox"/> Quiet	<input type="checkbox"/> Long Distance	
<input type="checkbox"/> Factory Machines		<input type="checkbox"/> Other _____	

Time of Call: _____ ☐ a.m. ☐ p.m. Time of Hang Up: _____ ☐ a.m. ☐ p.m.

Remarks: _____

Explain: _____